

HANDOUT A

Expense Report Continuous Auditing
 Responsibility Matrix
 6/13/2011

The purpose of this responsibility matrix is to identify the roles and responsibilities of individuals and groups involved in or impacted by Expense Report Continuous Auditing. Tasks highlighted in blue relate to the initial implementation of the continuous auditing process. Other tasks maintain the continuous auditing process after implementation.

Policy Committee, Audit Committee and Business Manager (this is the manager of any individual whose specific transaction is flagged for non-compliance) are recipients of results from testing related to continuous auditing.

Operations Auditor 's review will be conducted on an as needed basis to address exceptions with potential operational significance (for example, safety shoe reimbursement).

#	Task	Internal Auditor	Internal Audit Manager	IT Auditor	Operations Auditor	IT Audit Director	CAE	Policy Committee	Audit Committee	Business Manager	Expected Completion Date	Comments
Initial	1 Define continuous auditing requirements/objectives		X			X					Complete	
	2 Define scope of testing		X	X							Complete	
	3 Identify and prioritize tests	X	X	X							Complete	
	4 Define exceptions	X	X	X							Complete	
	5 Identify key information systems and data sources			X							Complete	
	6 Obtain access to data			X		X					Complete	
	7 Assess data integrity and reliability			X							Complete	high priority only
	8 Obtain and prepare test data			X							Complete	
	9 Prepare initial test scripts and reports			X							Complete	
	10 Review test scripts and reports			X			X				Complete	
	11 Identify false positive results	X	X	X	X						Complete	
	12 Adjust test parameters to eliminate false positives			X							Complete	
	13 Review initial prototype of reports	X	X	X	X						Complete	
	14 Determine frequency of reporting	X	X	X							Complete	
	15 Create standard testing procedures/workpapers & documentation methodology	X	X	X							13-Jun	
	16 Create management report formats	X	X	X							13-Jun	
Continuous Auditing	17 Produce reports as scheduled			X							6-Jun	1st Monday of each month
	18 Review each report iteration	X		X							7-Jun	
	19 Document results in GRC workpapers	X		X								IT Audit will place in GRC by Month
	20 Report individual exceptions to managers, as necessary		X		X							
	21 Address individual exceptions									X		
	22 Generate periodic reporting (ex: Quarterly) of continuous auditing activities and results/trends	X	X	X	X							1st Monday of each month
	23 Evaluate results of actions taken	X	X		X							
	24 Report results to Policy Committee						X					
	25 Address policy related issues/trends							X	X			
	26 Report results to Audit Committee						X					
	27 Monitor and evaluate effectiveness of continuous auditing process		X				X	X				
	28 Adjust test criteria over time to eliminate false positives or reflect changes in risks, controls, or objectives	X	X	X	X	X	X					